The SACS Mission Statement Committee met on October 19, 2009 at 1:30 p.m. in the Chancellor’s Conference Room, Dr. Bertha Miller, presiding.

Committee Members in attendance:

- Dr. Oliver Johnson, Assistant Professor, Department of Social Work
- Ms. Vicki McKenzie, Transfer and Advisement Center
- Dr. Angela Taylor, Assistant Professor, Department of Criminal Justice
- Mr. Joseph Vittorelli, Director of IT Infrastructure and Assistant Committee Chair
- Dr. Jimmie Ray Williams, Interim Chair, Nursing Program

Dr. Williams was unable to remain for the meeting after receiving an urgent telephone message from his assistant that his father was being transported to the hospital.

Dr. Johnson moved to accept minutes taken at the October 12, 2009, meeting. Mr. Vitorelli seconded the motion, and the committee approved.

Dr. Miller provided a chart of “SACS Mission Statement Evidences/Documentation” that will be helpful in determining what evidence is lacking and also assist in pulling together sources for the three defined groups of the committee:

- **Group 1** - Clearly Defined Mission appropriate to the institution’s collegiate role – Dr. Jimmie Williams, Group Leader
- **Group 2** – Development of the Mission statement and periodic review – Mr. Vittorelli, Group Leader
- **Group 3** – Mission serves as the foundation for all institutional operations – Dr. Taylor, Group Leader, Dr. Johnson and Ms. Nikki Polk, Student Representative

Dr. Miller noted that the UNC Tomorrow committees and their functions are not completely shown on the web but the data is available in notebook form to transfer data to our website. Also, the FSU Committee List is being updated and minutes from committee meetings will be posted and will shore up evidences. In addition, Ms. Marsha McLean has been asked to post on a website The Education Plan, which was FSU’s major strategic plan completed prior to the current Strategic Plan 2009-2014. The plan was just completed in August 2007, but at that point, UNC Tomorrow became the guiding principles for what the state wanted its public universities to be able to do.
Dr. Griffin, Dr. Taylor, and Mr. Vitorelli worked on the evidences/documentation readily available for their group that can be reflected in the “SACS Mission Statement Evidences/Documentation” chart and came up with the following sources:

- Recently modified and approved mission statement has been updated in the on-line catalogs
- E-mail sent to university from Ms. Treva Bentley in May 2008 with mission statement revisions for campus-wide review
- Minutes from various institutional bodies which include discussion/approval of mission statement
  - Faculty Senate
  - Chancellor’s Cabinet
  - Board of Trustees
- Calendar of the mission statement approval process
- Previous catalogs have different versions which demonstrates the progression of the mission statement including former strategic priorities and core values
- Banners posted around the perimeter of campus displaying core values
- The Strategic Plan is currently posted as a synopsis on the Chancellor’s webpage, but is posted in full on the SACS webpage
- Mission statements of the various units and divisions reflected on the web and in printed materials

The new 3 x 4 inch card-stock prototype of the mission statement as designed by Mr. Vitorelli needs posting and wide-spread disbursement campus-wide with cooperation of the Office of Development and University Relations. Mr. Ben Minter will help with publishing and producing the cards to be distributed and will work to replace the banners placed around the perimeter of campus to reflect the revised strategic priorities and core values.

Organizational charts are also being revised to reflect specific unit functions. One example is Business Affairs which encompasses not only the Budget, Controller, and Bursar but also

- Facilities
- Public Safety
- Business Services

Each unit’s mission statement must reflect the mission of the university. A deadline is needed for all units to have revised mission statements in place and, in particular, on the website and XITRACS. The more information on the website and XITRACS before the SACS visit, the better since information readily available on these sites reduces the need for an extensive on-site visit.

Dr. Miller noted that the new homepage design is very easy to maneuver and will facilitate units being able to link the mission statement to where ever it is cited. Units need to be instructed about what must be on their site which has not been a standard process. Evidence of compliance must be in place on every unit site.

Dr. Miller requested that the completed SACS Mission Statement Evidences/Documentation charts and narratives be provided to her by no later than Monday, October 26. She will complete the basic
compilation of data prior to the next committee meeting at 2:00 p.m. Monday, November 2 in the Chancellor’s Conference Room.

The meeting adjourned at 2:40 p.m.

Respectfully submitted

Vicki McKenzie, Recording Secretary